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DAVE LANG
CLERK CIRCUIT COURT
LEON COUNTY, FLORIDA

IN THE SECOND JUDICIAL CIRCUIT
IN AND FOR LEON COUNTY, FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO: 90-26

RE: TALLAHASSEE BAR ASSOCIATION -
CODE OF PROFESSIONAL COURTESY/

WHEREAS, the Tallahassee Bar Association has developed a Code of Professional Courtesy and has requested that the Second Circuit endorse this code in an Administrative Order; and

WHEREAS, it is desired that the judiciary give guidance to the local bar associations with regard to their level of professionalism; and

WHEREAS, it will be beneficial for a Code of Professional Courtesy to be enacted for attorneys practicing within the Second Judicial Circuit, it is therefore:

ORDERED THAT:

The following Code of Professional Courtesy is hereby endorsed by the judiciary in the Second Judicial Circuit of Florida. Attorneys practicing in this circuit are encouraged to adhere to this code.

CODE OF PROFESSIONAL COURTESY

1. Attorneys should treat each other, the opposing party, the court and the members of the court staff with courtesy and civility and conduct themselves in a professional manner at all times.

2. Attorneys should, when practical, consult with opposing counsel before scheduling hearings and depositions in a good faith attempt to avoid scheduling conflicts.

3. Notice of cancellations of depositions and hearings should be given to the court and opposing counsel at the earliest possible time.

4. Proposed orders to be submitted to the court should be prepared promptly, and proposed orders on non-routine matters should be submitted to opposing counsel prior to submission to the court.

5. Attorneys should cooperate with each other when there are conflicts and calendar changes are necessary and requested.

6. Except where any material right of the client is involved, counsel should stipulate to matters in order to avoid unnecessary hearings.

7. When scheduling hearings, counsel should attempt to secure sufficient time to allow full presentation and to allow opposing counsel equal time in response.


8. Reasonable extensions of time should be granted to opposing counsel where such extensions will not have a material, adverse effect on the rights of the client. First requests for reasonable extensions of time to respond to litigation deadlines, whether relating to pleadings, discovery or motions, should ordinarily be granted as a matter of courtesy unless time is of the essence.

9. A lawyer should not seek extensions or continuances for the purpose of harassment or prolonging litigation.



10. The timing and manner of service of pleadings or other papers should not be used to the disadvantage of the party receiving the pleadings or other papers. Pleadings or other papers should not be served sufficiently close to a court appearance so as to inhibit the ability of opposing counsel to prepare for that appearance or, where permitted by law, to respond to the pleadings or other papers. Pleadings or other papers should not be served in order to take advantage of an opponent's known absence from the office or at a time or in a manner designed to inconvenience an adversary, such as late on Friday afternoon or the day preceding a secular or religious holiday. Service should be made personally or by facsimile transmission when it is likely that service by mail, even when allowed, will prejudice the opposing party, however, facsimile service shall be in addition to service in a manner required by the rules.

DONE AND ORDERED ~~in~~ Chambers in Tallahassee, Leon County, Florida this 10th day of October, 1990.


 CHARLES D. MCCLURE
 CHIEF JUDGE

